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eDocs User Guide

Introduction

The eTrade Document Exchange (eTDE) System supports the trade of agricultural commodities domestically and internationally. The eTDE System is designed to be a web-based Content Management System (CMS). The eTDE system currently supports the trade of US agricultural products by providing endusers with the capability to organize, control, and share electronic documents and data, that otherwise might only be distributed using hard-copy materials and/or impractical electronic processing.

eDocs is an application system for the creation of lots and certificate documents that flows directly into eTDE. Through the eDocs website, registered users will have the ability to create electronic documents from scratch, by copying data from an old certificate or through document templates.

eDocs Log In

eTDE registration is required for eDocs use. You must first be a registered user with the eAuthentication service before you can access eDocs. Navigate to: http://www.eauth.egov.usda.gov and apply for Level One registration if your company is outside the United States. If your company is within the United States, follow instructions to register for a Level Two account.

Once you have a user ID and password for eTDE, navigate to the eDocs website (www.etde.usda.gov/edocs) and input your User ID and password on the welcome screen (Figure 1).

Welcome	to the Electronic Document Creation System (eDocs)!
, ,	s certificate requests to US government agencies for the creation of government- seminated through the USDA electronic Trade Document Exchange (eTDE) system.
. ,	u must first be registered with USDA. If you are interested in registering or have ase contact: eTDEAdmin@usda.gov or please go to http://www.eauth.egov.usda.gov
Registered users can click he	ere to login to eDocs: Login to eDocs
	eAuth Log In
	User ID: Password:
	Remember me next time.
	Log In

Figure 1: eDocs Login Screen

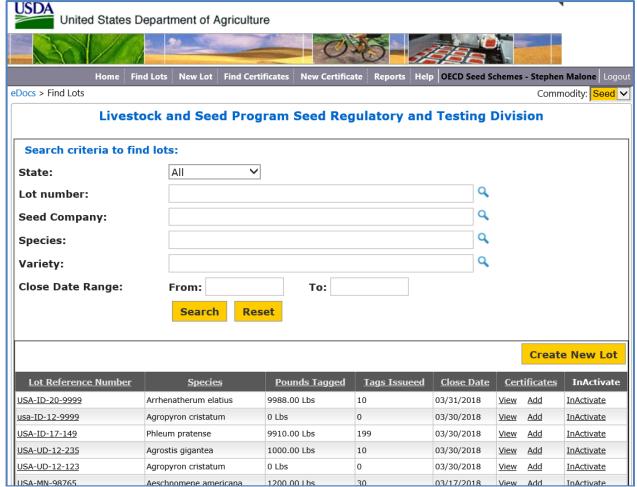


Figure 2: Home Page

Find a Single Lot or Multiple lots

- 1. On the Home page/Find lots page, In the search criteria to find lots
- 2. Select/Enter any/all fields.
- 3. Click on "Search" button.
- 4. List of Lots will be displayed in the grid below.
- 5. For a new search, Click on "Reset".
- 6. Repeat steps 1, 2, 3 and 4.
- Click on the column names in the lots grid to sort in alphabetical order, ascending and descending orders.

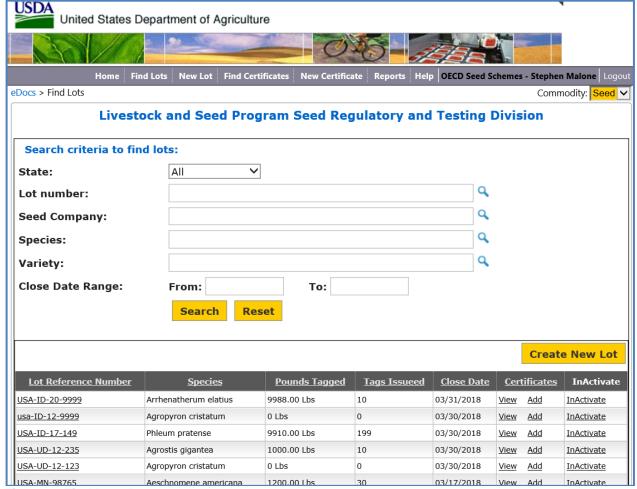


Figure 3: Find Lots Page

Create a New Lot

- 1. On the Home page/Find lots page.
- 2. Click on "Create New Lot" button, New Lot page will be opened.
- 3. Select/Enter any/all fields.
- 4. All the asterisk (*) marked fields are mandatory to be filled.
- 5. Click on "Submit" button.

Create Multiple Lots

- On the Home page/Find lots page.
- 2. Click on "Create New Lot" button, New Lot page will be opened.
- 3. Select/Enter any/all fields.
- 4. All the asterisk (*) marked fields are mandatory to be filled.
- 5. Click on "Submit & Start New Lot" button.

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- 6. Lot will be submitted and user will remain on the New Lot page.
- 7. Repeat steps 3, 4 and 5 to add Multiple Lots.
- "Clear" button clears all the fields or deletes all the data in the fields.
- "Home" button will take user back to the Find Lots page.

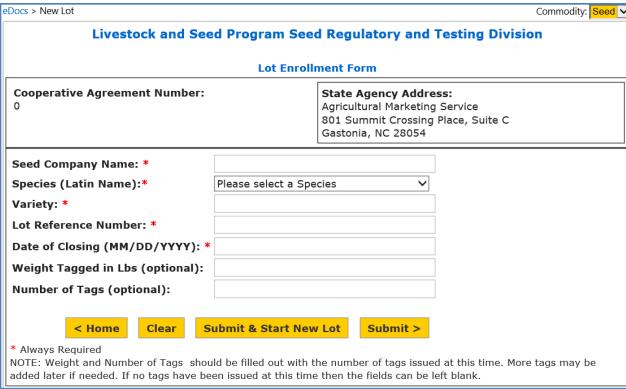


Figure 4: Lot Enrollment Form

Inactivate a Lot

- 1. On Find Lots page,
- 2. Select/Enter any/all fields.
- 3. Click on "Search" button.
- 4. List of Lots will be displayed in the grid below.
- 5. Browse the lot to be inactivated, Click on "Inactivate" in the last column on the lots grid.
- 6. Pop-up "Are you sure you want to delete or inactivate this lot?"
- 7. Click on "Ok".
- 8. Lot will be inactivated.

Find a Single Certificate or Multiple Certificates

1. On the Find Certificates page, in the search criteria to find certificates

- 2. Select/Enter any/all fields.
- 3. Click on "Search" button.
- 4. List of Certificates will be displayed in the grid below.
- 5. For a new search, Click on "Reset".
- 6. Repeat steps 2, 3 and 4.
- Click on the column names in the certificates grid to sort in alphabetical order, ascending and descending orders.

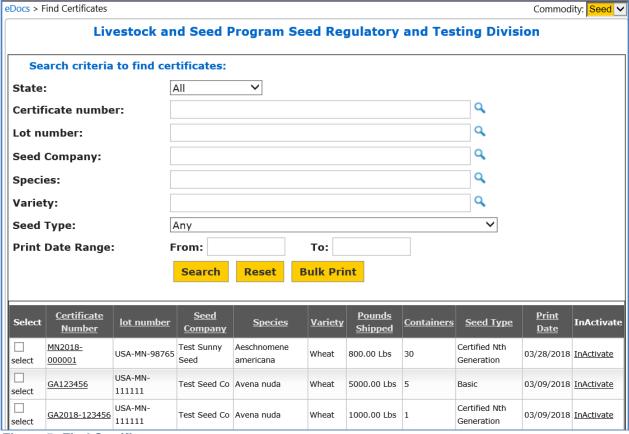


Figure 5: Find Certificates page

Create a New Certificate

- On Home page/Find lots page, find the lot user wants to create a certificate for.
- 2. Go to the certificates column in the certificates grid and click on Add link associated to a particular lot.
- 3. Certificate Submission Form will be opened.
- 4. Select/Enter any/all fields.
- 5. All the asterisk (*) marked fields are mandatory to be filled.

- 6. Click on "Submit & View Summary" button.
- 7. Message saying that "Certificate is submitted successfully" is shown on the certificate submission form, and the certificate is shown for review.

Create Multiple Certificates

- On Home page/Find lots page, find the lot user wants to create a certificate for.
- 2. Go to the certificates column in the certificates grid and click on Add link associated to a particular lot.
- 3. Certificate Submission Form will be opened.
- 4. Select/Enter any/all fields.
- 5. All the asterisk (*) marked fields are mandatory to be filled.
- 6. Click on "Submit & Start New Certificate" button.
- 7. Message saying that "Certificate is submitted successfully" is shown on the certificate submission form, and the certificate is cleared to enter data for new certificate for the same lot.
- 8. Repeat steps 3, 4, 5 and 6 to add Multiple Certificates.
- "Clear" button clears all the fields or deletes all the data in the fields.
- "Home" button will take user back to the Find Lots page.

Livestock and	Seed Program Seed	d Regula	atory and Testing Division
	Certificate Sul	omission	Form
< Home Clear Submit & Start New Certificate		Su	bmit & View Summary > Print PDF
Cooperative Agreement Number 12-25-A-4372	er:	Idaho Cro 5920 N. (jency Address: op Improvement Association Inc. Government Way, Suite 10 ardens, ID 83185
Print Date: * (MM/DD/YYYY) Certificate Number: *			
(XX2004-000001)			
Seed Company Name: Species (Latin Name): Agropyron cristatum	General		Variety: Test
Lot Reference Number (USA-XX USA-UD-12-123)		Date of Closing (MM/YYYY): 3/30/2018
Weight of Lot in Lbs:			Number of Tags:
Weight Shipped in Lbs: *			Number of Containers Shipped: *
The seed bearing the above lot r	eference number has b	een produ	uced in accordance with the OECD Scheme
	OCertified 1st Generati	on OCer	tified Nth Generation O Not Finally Certified
Parent Generation Lot Referen	ce Numbers (If Applic	able):	Generation (If Certified Nth Gen): °
Remarks:			
			^ ~
	Seed Analy	sis Resu	lts
Test Laboratory: °			
Test Number: °			Test Date (MM/DD/YYYY): °
Pure Seed • Inert Matter •	Other Crop • Weed	Seed °	Germination • Dormant/Hard Seed •
% By Weight Total:			% Count
Kind of inert matter:			\$
Other crop seed (Species):			^
			~
Weed seed (Species):			\$
Remarks:			
			^



Figure 6: Certificate Submission Form

Update Existing Certificate

- 1. On the Home page/Find lots page, In the search criteria to find lots
- 2. Select/Enter any/all fields.
- 3. Click on "Search" button.
- 4. List of Lots will be displayed in the grid below.
- 5. Look for the certificate that should be updated and click on the certificate number.
- 6. Update Certificate number form will be opened.
- 7. Update the data in the fields as necessary.
- 8. Click on "Update".

Print a single certificate

This can be achieved in 3 ways.

- 1. Finding the existing certificate and printing it
 - a. On Find certificates screen, find the certificate that needs to be printed and click on certificate number.
 - b. Update Certificate form will be opened, review the certificate, Click on Print PDF.
 - c. PDF copy of certificate will be opened.
- 2. Create New Certificate, Submit and Print it
 - a. On Home page/Find lots page, find the lot user wants to create a certificate for.
 - b. Go to the certificates column in the certificates grid and click on Add link associated to a particular lot.
 - c. Certificate Submission Form will be opened.
 - d. Select/Enter any/all fields.

- e. All the asterisk (*) marked fields are mandatory to be filled.
- f. Click on "Submit & View Summary" button.
- g. Message saying that "Certificate is submitted successfully" is shown on the certificate submission form and the certificate is shown for review.
- h. Click on Print PDF button on this page.
- i. PDF copy of certificate will be opened.

3. From Find Certificates page

- a. On Find certificates screen, find the certificate that needs to be printed.
- b. Select the check box on the left side of the certificate number.
- c. Click on Bulk Print button.
- d. PDF copy of certificate will be opened.

			·C					
ooperative Agreen 2-25-A-4383	nent Number:			State Agency North Dakota : P.O. Box 5257 Fargo , ND 581	State See			
rint Date: *		10/18/2017	7					
ertificate Number X2004-000001)	*	ND2016-0	00170					
eed Company Nam	ne:	DUPONT PI	ONEER					
pecies (Latin Name lycine max	e):				ariety: R91M10			
ot Reference Numl SA-ND-16-170-088					ate of CI /1/2017	osing (MM/YYYY):		
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leight Shipped in 1 2000.00	Lbs: *				lumber o 340	f Containers Shippe	ed: *	
he seed bearing th	ne above lot ref	erence num	ber has been produ	ced in accordance	e with th	e OECD Scheme and	d is approved as: *	
Pre-Basic Seed	Basic See	d ® Ce	rtified 1st Generation	O Certified	d Nth Ge	neration O N	Not Finally Certified	
arent Generation L	ot Reference N	umbers (If A	Applicable):		ieneratio	n (If Certified Nth G	Generation): °	
emarks:								
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Test Laboratory: ° NORTH DAKOTA Test Number: °	STATE SEED D	DEPT	Seed An	alysis Results	Te	est Date (MM/DD/YYY)	g: •°	
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Fest Laboratory: * NORTH DAKOTA Fest Number: * C38611 Pure Seed *	Inert Matter	° C	Other Crop °	Weed Seed *	Te 1	0/18/2017 Sermination *	Dormant/Hard See	d °
Test Laboratory: * NORTH DAKOTA Test Number: * C38611 Pure Seed * 99.82	Inert Matter 0.12	° C	Other Crop °	Weed Seed *	Te 1	0/18/2017 Germination * 94.00	Dormant/Hard See	d °
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Fest Laboratory: * NORTH DAKOTA Fest Number: * C38611 Pure Seed * 99.82 K By Weight Gind of inert matte BROKEN SEED Other crop seed (S GLYCINE MAX	Inert Matter 0.12	° C	Other Crop °	Weed Seed *	Te 1	0/18/2017 Germination * 94.00	Dormant/Hard See	d °
Fest Laboratory: * NORTH DAKOTA Fest Number: * C38611 Pure Seed * 99.82 % By Weight Kind of inert matte BROKEN SEED Other crop seed (S GLYCINE MAX Weed seed (Specie	Inert Matter 0.12 er: pecies):	° C	Other Crop °	Weed Seed *	Te 1	0/18/2017 Germination * 94.00	Dormant/Hard See	d°
Test Laboratory: * NORTH DAKOTA Test Number: * C38611 Pure Seed * 99.82 * By Weight Kind of inert matte BROKEN SEED Other crop seed (S GLYCINE MAX Weed seed (Specie	Inert Matter 0.12 er: pecies):	° C	Other Crop °	Weed Seed *	Te 1	0/18/2017 Germination * 94.00	Dormant/Hard See	d°

Figure 7: PDF Copy of the certificate

Print multiple certificates

- 1. On Find certificates screen, find the certificates that need to be printed.
- 2. Select the check boxes on left side of all the certificate numbers that are to be printed.
- 3. Click on Bulk Print button.
- 4. PDF copy of certificate will be opened with each certificate on a new page.

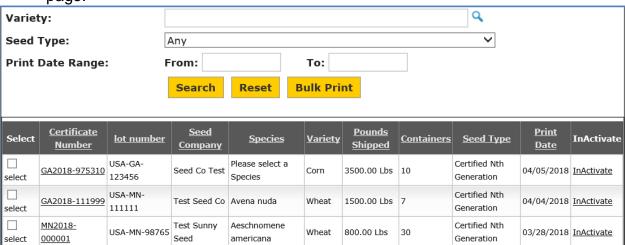


Figure 8: Bulk Print on Find Certificates Page

View all the certificates associated to a specific lot

On the Home page/Find lots page,

- 1. In the search criteria to find lots, Select/Enter any/all fields.
- 2. Click on "Search" button.
- 3. List of Lots will be displayed in the grid below.
- 4. Select a lot that user wants to view all the certificates of.
- 5. Click on View link in the certificates column associated to the lot.
- List of certificates associated to this lot number screen will be displayed.

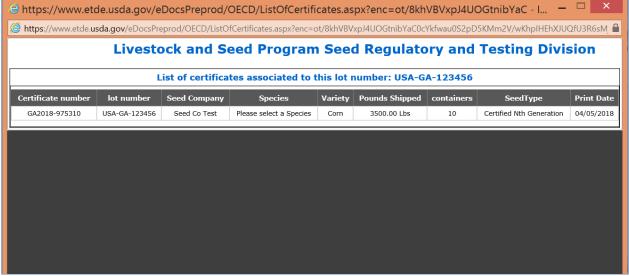
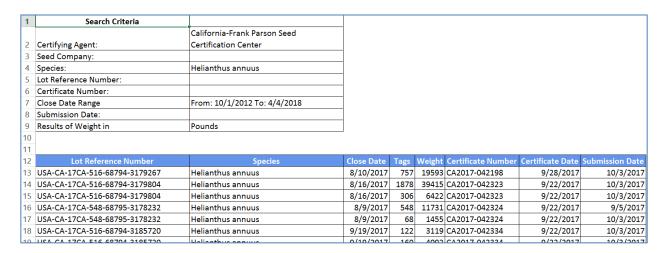


Figure 9: View Certificates Page

OECD Reports

On the Reports tab,

- 1. Select/Enter any/all fields on Reports tab.
- 2. In order to get better and quicker results, try to enter as much as information as possible in search criteria.
- 3. For the reports to be exported to excel, Selecting Agency and Date Range is mandatory.
- 4. Click on "Search" button to get the results in the grid below.
- 5. Click on "Export to Excel"
- 6. User can either open or save the excel file to their computer for future use.
- 7. Below is the sample report in excel file.



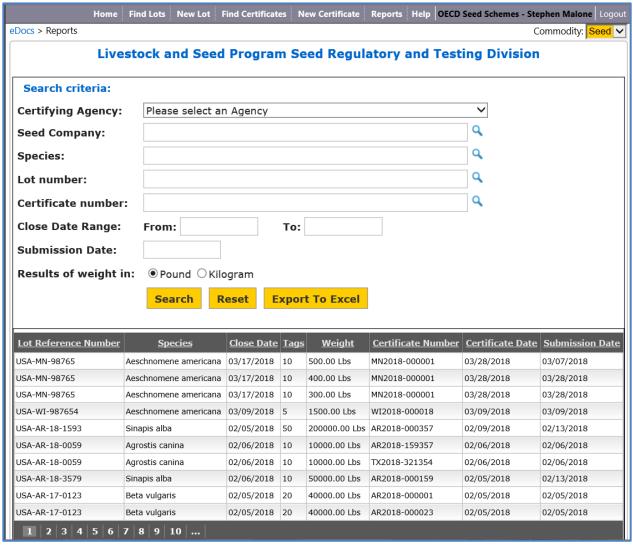


Figure 10: OECD Reports tab